



**Supplier
Diversity
Program
Handbook**

A. OVERVIEW

B. SUPPLIER

C. DEFINITION & CERTIFICATION

D. CONTACT US

APPENDIX

A. OVERVIEW

WHAT WE BELIEVE

We believe that including diverse suppliers in our sourcing process provides us the greatest opportunity to develop the most innovative, highest quality, and most cost-effective business solutions. Through direct experience, we know this strengthens our company on the inside and supports communities on the outside. We strive to ensure that our business leaders have a broad understanding of the business case for working with diverse suppliers and the competitive advantage that a robust Supplier Diversity process provides the company. We strive to offer equal opportunity for diverse suppliers that are underrepresented to participate invite you to be part of the magic!

HOW WE DO IT

Identification - We identify minority, woman, LGBT, and/or disabled owned enterprises businesses that are capable of meeting our business requirements.

Due Diligence - We validate diverse status through certification compliance. We use WeConnect, NMSDC, NGLCC, Disability:IN, MSD China, and local authorities to verify certification.

Outreach - We strive to seek diverse suppliers through participation in advocacy groups and trade shows. We also provide an open platform for potential diverse suppliers to update their company profile with us.

B. SUPPLIER

SUPPLIER REGISTRATION

When there is a need, our sourcing professionals utilize our [supplier portal](#) to identify new suppliers. When there is a match for our business need and your commodity based on the information and capabilities you provide, we can contact you directly.

It is important that you keep your company profile current in the [supplier portal](#) to allow our sourcing professionals to find you easily.

C. DEFINITION & CERTIFICATION

Type	Definition#	Certification via 3rd party or local authority
Woman owned business	<ul style="list-style-type: none"> 51% women ownership & control 	<ul style="list-style-type: none"> WEConnect MSD China*
Disabled person owned business	<ul style="list-style-type: none"> 51% Disabled person ownership, or Disabled employees / trainees not less than 50% of total employees 	<ul style="list-style-type: none"> MSD China* Disability:IN (US) Labour and Welfare Bureau (Registration card for people with disabilities) Social Welfare Department (“Enhancing Employment of People with Disabilities through Small Enterprise” Project)
Ethnicity minority business	<ul style="list-style-type: none"> 51% ethnicity minority ownership, or 30% ethnicity minority employees 	<ul style="list-style-type: none"> NMSDC (US) MSD China*
LGBT owned business	<ul style="list-style-type: none"> 51% owned and controlled by a Lesbian, Gay, Bisexual, Transgender or Queer person or persons 	<ul style="list-style-type: none"> NGLCC (US) NGLCC affiliates in other country

*MSD Hong Kong is yet to set up

#More definition detail is described in appendix

Website of Certification body

Certification body	Reference
WEConnect	https://weconnectinternational.org
NMSDC/MSD China	https://nmsdc.org/ https://www.msdchina.org.cn/
Disability:IN	https://disabilityin.org/
HKSAR ➤ Labour and Welfare Bureau	Registration card for people with disabilities issued by <u>Labour and Welfare Bureau</u>
HKSAR ➤ Social Welfare Department	List of NGO Supported “Enhancing Employment of People with Disabilities through Small Enterprise” Project (https://www.swd.gov.hk/storage/asset/section/384/en/3E_updatedlist_20210331.pdf) <ul style="list-style-type: none">➤ Objective: to enhance the employment of people with disabilities through market-driven approach and direct creation of more work opportunities for people with disabilities.➤ Guiding principle: To achieve the objective of enhancing employment for persons with disabilities, the number of persons with disabilities employed for the Business should be as many as possible but in any case not less than 50% of the total number of persons on the payroll for the Business.

D. CONTACT US

For any questions about supplier diversity, please contact *HKDLProcurement-operations@disney.com*.

Appendix – Definition of Diverse Suppliers

For purposes of the Program, the following definitions apply:

1. Woman Owned Business means at least 51% owned, operated, managed, and controlled by one or more female
2. "Ethnicity Minority" of HK reference to listed nationality from Hong Kong population census / by-census of Census and Statistics Department
3. "Disabled-Owned Business" means a small business that meets for following criteria:
 - a. Be at least 51% owned, operated, managed, and controlled by individuals with a disability who are lawful permanent residents;
 - b. Disabled employees or trainees accounts for at least 50% of workforce
 - c. Exercise independence from any other business enterprise;
4. "LGBTQ-Owned Business" is a business at least 51% owned by a Lesbian, Gay, Bisexual, Transgender or Queer person or persons; whose management and daily operations are controlled by one or more of those individuals.
5. "Ownership" means (1) a sole proprietorship at least 51% owned by minorities; (2) a publicly-owned business in which at least 51% of the stock is owned by Minority Group Members or women; (3) a subsidiary which is wholly owned by a parent corporation, but only if at least 51% of the voting stock of the parent corporation is owned by Minority Group Members or women; (4) a joint venture in which at least 51% of the joint venture's management and control and earnings are held by Minority Group Members or women; or (5) Minority Group Members or women who manage and control daily operations of the business.
6. "Management" means those persons actively involved in the day-to-day management of the business and not merely holding the designation of officers or directors.
7. "Control" means exercising the power to make policy decisions.

END